

July 18, 2006

TO: All Bidders

RE: Request for Quotation for a Camden County Resource Guide

Attached is a Request for Quotation (RFQ) for the development of a community resource guide for Camden County. The New Jersey Department of Corrections (NJDOC) is seeking quotations for the development of a resource guide to aid in the discharge planning of offenders who are returning to Camden County. The resource guide will also serve as a quick and convenient reference to aid offenders in efficiently accessing a diversity of services upon their release.

Interested parties are invited to respond with quotations that address issues as described in the attached RFQ. Responses are to be received at the NJDOC by August 7, 2006.

Eugene Pryor
Bureau of Procurement and Contract Management

JM:kp
Enclosure

c: Patty Friend, Acting Assistant Commissioner
Leah Kaiser, Director
Therese Matthews, Grants Manager



State of New Jersey • Department of Corrections

AGENCY REQUEST FOR QUOTATION



VENDOR NAME AND ADDRESS:	RETURN QUOTATION TO: Eugene Pryor NJ Department of Corrections Whittlesey Road PO Box 863 Trenton, NJ 08625-0863	DELIVER TO: NJ Department of Corrections Administration Building room #216 Whittlesey Road PO Box 863 Trenton, NJ 08625
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NOTE: Quotation must be returned by hand or mail no later than 3 P.M. on the following date: **August 7, 2006**


AGENCY PERSON TO CONTACT:
Eugene Pryor 609-984-3428 (fax)

FISCAL YEAR	ACCOUNT NUMBER	AGENCY REF. NO.	COMMODITY CODE NO.

IMPORTANT INSTRUCTIONS TO BIDDERS: Read the entire request, terms and conditions, and specifications. Fill in all information requested below. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alterations to unit and/or total prices must be initialed by the bidder. Upon completion, the quotation must be signed and returned to the address shown above. Unsigned quotations will not be considered.

NOTE: THE TERMS AND CONDITIONS FOR WAIVERED SERVICES ARE ATTACHED.

ITEM NO	QUANTITY	UNIT	DESCRIPTION (ALL ITEMS MUST BE DELIVERED F.O.B. DESTINATION)	UNIT PRICE	AMOUNT
			<p>Professional Services: Development of a community resource guide for Camden County. The resource guide will serve as a discharge planning tool and reference resource for offenders upon their release from the New Jersey Department of Corrections.</p> <p>Specifications are as stated in the attached Scope of Work and Deliverables for the community resource guide.</p> <p>Pricing is to be stated in accordance with the <i>Vendor Proposal</i> section of the RFQ.</p> <p>Quotations submitted must be signed and dated by the vendor.</p> <p>Questions regarding this RFQ must be submitted in writing to Eugene Pryor at the address or fax number above. Questions cannot be answered by telephone.</p>		

• PRICES ARE FIRM UNTIL THE FOLLOWING DATE: _____			• TOTAL: \$ _____	
CASH DISCOUNT	DATE OF DELIVERY	VENDOR'S FEDERAL I.D. NUMBER	VENDOR'S TELEPHONE NO.	
	VENDOR'S SIGNATURE (<i>Must Be Signed</i>): _____	PRINT OR TYPE NAME BELOW: _____		DATE: _____

REQUEST FOR QUOTATION

CAMDEN COUNTY RESOURCE GUIDE

Offenders face a myriad of barriers to successful community reintegration. They have difficulty navigating the processes to obtain identification and other documentation, financial and legal assistance, academic and vocational programming, employment, food, shelter, transportation, health and mental health care, self-help groups and substance abuse treatment. Research shows that ex-offenders who have access to supportive services are more likely to be successful in their reentry efforts.

The New Jersey Department of Corrections (NJDOC) is seeking a vendor to develop a resource guide designed to provide NJDOC staff and inmates returning to Camden County with basic information and contacts to facilitate community reentry. The guide will serve a dual purpose: 1) to help NJDOC staff with pre-release planning for inmates; and 2) to serve as a continuing reference resource to individuals after their release from prison. One contract for a total not to exceed \$14,000 will be awarded for the development of a resource guide for Camden County. Development of the resource guide will be expected to commence no later than 14 days after the award of the contract. The final product must be completed and delivered to the NJDOC no later than March 31, 2007.

Organizations that may apply for funding under this program include private or public agencies, organizations or companies incorporated in or qualified to do business in the State of New Jersey.

SCOPE OF WORK

Background

The Office of Transitional Services was established within the NJDOC's Division of Programs and Community Services in 2004. The mission of the Office of Transitional Services is to enhance public safety by reducing the risk that offenders will reoffend and return to prison by providing comprehensive services from the time they enter prison throughout their reintegration back to society. The Office of Transitional Services provides oversight of all the department's social services and institutional transitional programs. In keeping with the national focus on prisoner reentry, the NJDOC has begun to develop a comprehensive and coordinated system of transitional services and discharge planning for state sentenced offenders.

A resource guide has been developed for Essex County to assist offenders in accessing community support services. The "Essex County Smart Book" is available for reference at http://www.state.nj.us/corrections/OTS/news_ots.html. Essex County was selected as the geographic area in which to pilot the resource guide since the largest percentage of inmates who are released from the NJDOC return to Essex County. Camden County receives the second largest percentage of NJDOC's inmates upon their release. The NJDOC is now seeking a similar resource guide for Camden County.

The resource guide for Essex County was designed to include a comprehensive summary of information for ex-offenders in a "pocket-size" book for easy mobility. The guide is divided into relevant areas. In each area, basic substantive information is provided as well as a list of specific local resources with addresses and telephone numbers. The guide begins with a quick reference for useful numbers and hotlines. A table of contents aids users in understanding the layout of the resource guide. The guide includes information on how to obtain:

- identification and other documents (i.e. social security card, birth certificate, driver's license, non-drivers state I.D., certificates of naturalization or citizenship, high school diploma)
- shelter
- food
- clothing
- showers and laundry
- transportation

- public assistance
- support groups
- health care
- dental care
- substance abuse treatment
- mental health services
- family counseling and
- free eyeglasses

The guide also provides useful information on:

- preparing to find employment
- employment resources
- opening a checking or savings account
- public libraries
- child custody and visitation
- child support
- domestic violence resources
- GED classes
- local area colleges
- financial aid
- obtaining legal assistance
- checking and correcting a criminal record
- checking and correcting a credit record
- voting rights and
- registration of sexual offenders

Blank planning pages complete the Essex County resource guide. These pages are provided for NJDOC staff and inmates to write down an individualized plan, names and phone numbers of contacts made prior to release and appointments.

Specifications

The Camden County resource guide shall include similar content to the Essex County resource guide, to maintain consistency among county resource guides.

The applicant organization must have a demonstrated ability to produce a resource guide as detailed in the Request for Quotation (RFQ), familiarity of a range of services in Camden County and be fiscally responsible.

The primary deliverable is a community resource guide for Camden County in camera ready or file format. The resource guide will be printed by a vendor that is contracted by the NJDOC through a separate bidding process. The resource guide will be distributed by the NJDOC. Guides will also be available to be purchased separately through the procured printer.

CD-ROM copies of the directory, to be provided to the NJDOC for use by staff, shall also be included in the proposal and corresponding budget.

It is recommended that the guide be prepared at an eight grade reading level. The book size shall be 4" x 8.5" to serve as a "pocket-size" reference.

Quotations submitted in response to this RFQ are to include acknowledgement of the tasks described herein and a budget for the development of the resource guide. The quotation is to describe in narrative form, the vendor's

general approach to accomplishing the tasks described and to note any anticipated difficulties with the tasks as described by this RFQ. The budget must include a cost for each budget line item as well as a project total.

The quotation must include information regarding:

- Design and format (i.e. size, layout, software)
- Content
- Method for including non-profit agencies and other community resources in the directory
- Method for delivery/presentation of final products
- Completion date for project deliverables
- Proposed updates/revisions to content, if applicable
- Project Budget

If applicable, the bidder may also include information regarding:

- Agency mission and background

CONTRACT AWARD

The contract shall be awarded with reasonable promptness by written notice to that responsible bidder whose bid meets the aforementioned specifications and will be most advantageous to the State, price and other factors considered. Bidders will be notified of approval or disapproval by August 18, 2006.